



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

COOK SPECIALIST II (JC-48185)

SALARY RANGE	\$2780 - \$3482
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Dietetics
FINAL FILING DATE	**March 24, 2017**

DESCRIPTION OF DUTIES: Under the direction of the Supervising Cook I, responsible for preparing, cooking and distributing meals according to Production Run. Cleans, washes, and sanitizes equipment used in cooking. Keeps all working areas clean. Essential Duties: Follow all instructions provided by Supervising Cook I and II. Prepare, cook and distribute food items for the residents. Care for culinary equipment and supplies. Keep work area clean and in sanitary condition. Maintain uniform food handling practices and standards of safety and sanitation. Follow all recipes, menus and worksheets and assigned side duties. Work with other employees as required. Report to work on time and neatly attired. Work extended hours and/or varying shifts. Attend and participate in training as required.

WHO MAY APPLY: Candidates with list, transfer, or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Exams and Hiring Unit of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
EXAMS AND HIRING UNIT, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: COOK SPECIALIST II
RELEASE DATE: 12/29/16
FFD: 03/17/17